

11-7-1,4

Preparing a Cover Letter

Grade Level	Eleventh
Minimum Time Required	90 Minutes
Materials/Resources	www.review.com Handouts-Writing a successful cover letter Sample cover letter-Cover letter form
Subject Area(s)	Guidance-Business-Language Arts

Project Description:

See following pages.

Career Development Standard	Skills to prepare to seek, obtain, maintain, and change jobs.
Career Development Indicator	Demonstrate skills in preparing a resume and completing job applications. Demonstrate skills to locate, interpret, and use information about job openings and opportunities.
Delivery Level	Introductory
Academic Standards	
Language Arts	2.1.b use varied, extensive vocabulary and accurate spelling in written work. 2.1.c revise and edit written work using essential and refined conventions of standard English. 2.2.a analyze and use appropriate organization based on the established writing purpose and intended audience. 2.2.c analyze and use the writing format required for a specific type of publication.
Employability/SCANS Skills	Basic Skills-Thinking Skills-Information
Assessment?Rubric	Students will be evaluated based on the cover letter rubric that is included.

Submitted by: Bill Zubke-Watertown High School
Curtis & Associates

COVER LETTERS

- 1) Discuss with the students how many of them will be sending out resumes or college applications through the mail to someone who has never met them. They need to make a good impression by putting a cover letter with that application.
- 2) Review the sample cover letter with the students. Cover the three main parts of a cover letter with them.

Part 1: The opening paragraph tells specifically why we are writing. 'I want to apply for your position ...' or 'I want to apply for admission.'

Part 2: The next paragraph tells why we should be considered for the position or admission.

Part 3: The last paragraph should provide contact information.

- 3) Using the **cover letter writing tips**, have students write a sample cover letter for either a job or college scholarship application.

WRITING A SUCCESSFUL COVER LETTER

1. Have your name, address and phone number at the bottom of the page, below your signature.
2. Use a typewriter/computer to keyboard the letter and envelope.
3. Address the letter to a specific person by name and title. (If you are responding to an ad, call the company and ask for his or her name.)
4. The first paragraph should describe the specific job you are applying for: I want to apply for your position of ...as advertised in the ...daily newspaper.
5. Match your experience to the company's requirements. Go through the ad line by line and write on a sheet of paper every prerequisite -then opposite every requirement write down everything relevant from your school, social or work experience that relates to the requirements of the job. After you have done this, edit it down to your strongest points. Turn experiences into mini-success stories.
6. Avoid starting each sentence with the word "I".
7. Don't use business jargon. Don't be afraid to express emotion and humanity in your cover letter. If you make your letter easy to read, you greatly increase the chances it will be read.
8. Close your letter with a strong action sentence. Don't write "I hope to hear from you soon." Instead, use "I will call your office next week to see when we might arrange an interview."

Or ...

"My daytime telephone number is (700) 000-0000. I look forward to meeting you and will call you next week to set up an appointment at your convenience. I would welcome the opportunity to work for a new organization with a strong management team. "

COVER LETTERS

Date:_____

Manager's Name:_____

Name of Company:_____

Address:_____

City/State/Zip:_____

Dear:_____

How did you learn of this position?

Why would you be a good person for this job?

(Close)

Sincerely,

Your Name_____

Address_____

City/State/Zip_____

Phone Number_____

Bill Zubke

417 N. Broadway
Watertown, SD 57201
(605) 886-3045
e-mail: bzubke@wtm.k12.sd.us

February 15,2001

Mr. Ube Myemployer
Jobiwant, Inc.
1234 51h St.
Watertown, SD 57201

Dear Mr. Myemployer:

Paragraph One-State why you are writing. Name the position or type of work for which you are applying. Mention how you heard about the job opening. Explain why you are interested in working for this organization.

Paragraph Two-Explain why it makes sense for you to be applying to this organization and for the reader to be considering you. Talk about your qualifications, what you can bring to the job. Do not directly repeat information from you resume. Instead, highlight the areas you want the reader to particularly notice. The key word here is skills. Tell them about the skills you have acquired through various employment and extra-curricular activities. Think who the reader is: what skills are valued in this particular field? How can you make a contribution to this organization. Use Proof By Example! This is the key paragraph-the one that separates you from the rest of the other candidates.

Paragraph Three-Refer the reader to the enclosed resume. State that additional information concerning your background and interests will gladly be furnished upon request. Talk about what will happen next-your follow up. (ALWAYS FOLLOW UP!) State that you will contact them to see if you might set up a mutually convenient time to meet, or that you may be contacted at either the address or phone number included in the letter .

Sincerely,

Your typed name

Cover Letter Checklist

YES	NO	
_____	_____	Does your letter consist of 2 to 4 paragraphs?
_____	_____	Has your letter been checked for accuracy?
_____	_____	Are you certain there are no misspellings, strike-overs, smears, corrections, omissions or factual errors?
_____	_____	Has your letter been typed on a carbon ribbon typewriter or printer.?
_____	_____	Have you used white bond paper or business stationery?
_____	_____	Does your letter "look" easy to read?
_____	_____	Has the grammar been checked for accuracy?
_____	_____	Does your letter realistically reflect) your creative talents and skills?
_____	_____	Will your letter make the employer want to read your resume?
_____	_____	Does your letter convey the fact that you know who you are, what you want and what you have to offer an employer?
_____	_____	Have you had someone who knows a lot about cover letters critique yours?
_____	_____	Is the letter addressed to a specific person by name and title?
_____	_____	Will the reader know reader know that the letter is not a form letter?
_____	_____	Does the letter explain why you are a strong candidate for the job?
_____	_____	Does the letter avoid trite phrases such as "I have always wanted to work for your company", "I am impressed with your products and your reputation", and "I'm the person you need because I'll give 110%"?
_____	_____	Does your letter refrain from being "cute", "gimmicky", and "catchy"?
_____	_____	Have you limited the letter to one page?
_____	_____	Have you refrained from telling the employer how badly you need a job?
_____	_____	Does your letter explain what you have to offer the employer?
_____	_____	Are you certain that the letter will make a good first impression?
_____	_____	Have you signed the letter above the typewritten signature?
_____	_____	Are you absolutely certain that the inside address is correct?
_____	_____	Is your letter fresh and original?
_____	_____	Does your letter sound confident and upbeat?
_____	_____	Does the paper match that of your resume?

